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Medical and Dental Inspection

Public and Separate Schools

1924

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REGULATIONS RESPECTING MEDICAL AND DENTAL INSPECTION OF PUBLIC AND SEPARATE SCHOOLS

1. Local Organization

(1) On and after July 31st, 1924, every arrangement for Medical and Dental Inspection made by a School Board, or a number of School Boards acting together, shall be in charge of the local Health authorities as provided for in section 76 (*jj*) of the Public Schools Act as amended in 1924.

(2) Any School Board may, with the approval of the Minister, enter into an agreement with the local Board of Health whereby the latter shall provide Medical and Dental Inspection for the pupils in the schools under the Board, and render such other services relating to the health and well-being of the pupils as the Regulations may require.

(3) Where a School Board or number of School Boards acting either alone or in conjunction with other local organizations, approved for this purpose by the Minister, have already adopted a system of Medical and Dental Inspection, it shall be conducted as heretofore, but the Board or Boards concerned may at any time, by resolution, decide to carry on the service as provided for in sections (1) and (2) above.

2. Central Office Administration

(1) The Department of Health shall appoint officers for the purpose of Medical and Dental Inspection in the Public and Separate Schools of Ontario, and shall fix and pay the salaries and travelling expenses of such officers, and the expenses incidental to such inspection; but every such appointment shall be first approved by the Minister of Education.

(2) The Department of Health shall make recommendations to the Minister of Education that such grants as are provided by the Department of Education be paid to School Boards or Medical Inspection Committees, when the work done meets the standard set by the Department, and shall make recommendations to the Minister of Health respecting grants to be paid by the Department of Health under similar circumstances.

(3) It shall be the duty of such officers—

(*a*) To inspect the work of School Medical Officers, Dental Officers and Nurses appointed by Boards of Education, School Boards or local Boards of Health.

(*b*) To furnish reports in duplicate, one to be sent to the Minister of Education and the other to the Minister of Health. In this report shall be included such information as the type of work done, the number of persons employed, the number of children in the district served, and the amount of time given by the staff employed for this service.

(*c*) To supply such instructions and help in the installation of Medical and Dental Inspection and School Nursing in all centres where such service is adopted.

(*d*) To encourage the adoption of the standard Physical Record Form now in use throughout the Province, and known as the A.D.P. Card, and such other forms as may make satisfactory record-keeping possible.

(*e*) To perform such other duties as may be jointly agreed upon by the Minister of Education and the Minister of Health.

3. Qualifications of Staffs

(A) Medical and Nursing.

(1) Where an agreement has been entered into between the School Board and the local Board of Health to carry on a system of School Medical Inspection, the Medical Officer of Health for the Municipality shall, subject to the approval of the Minister of Health, act as School Medical Officer, or Chief School Medical Officer, as the case may be.

(2) Under the system of Medical and Dental Inspection in operation previous to July 31st, 1924, the School Board or the Committee shall appoint for the purpose of Medical Inspection one or more legally qualified medical practitioners of not less than two years' experience in the practice of their profession; or, with the approval of the Minister, they may appoint the local Medical Officer of Health who, subject to the Regulations, shall perform the duties of School Medical Officer in addition to those of Medical Officer of Health.

(3) When the School Board or the Committee is unable to secure the School Medical Officer provided for in section 1, subsection 3, it may substitute therefor one or more nurses who shall be graduates of a reputable training school for nurses with not less than two years' experience in nursing, and who shall have satisfactorily completed the Course for School Nursing given annually by the Department of Education, or shall have obtained the Diploma of Public Health Nursing from a recognized University, and this Regulation shall not apply to any Municipality where Medical Inspection is established under the local Board of Health.

(4) Where duly qualified nurses are not available, the Department of Education shall have power to grant temporary certificates to nurses on the application of the appointing body.

(5) The Officer appointed under (1) and (2) above shall be known as the School Medical Officer.

(6) Where Medical Inspection is established by the local Board of Health, the Nurse or Nurses employed for Public Health and School work shall be qualified as in subsections (3) and (4) above, and shall be subject to the approval of the Department of Health.

(B) Dental

(1) The Dental Inspection shall be carried on by the Board or the Committee or the local Board of Health under the Regulations herein prescribed, by one or more officers appointed by such Board or Committee or by the local Board of Health, who shall be known as School Dental Officers and who shall be duly qualified Dental Surgeons of not less than two years' experience in the practice of their profession.

(2) When more School Dental Officers than one are appointed, one may be designated, by the Board or the Committee or the local Board of Health, Chief School Dental Officer, and, subject to the Regulations, he may be given such oversight of the duties of the others as the local authority may determine.

(3) The School Board or the Committee or the local Board of Health provided for in Regulation (1), may also appoint a School Dental Officer, or Officers, who shall be subject to the general oversight of the School Medical Officer as defined by the Regulations.

4. Additional Appointments

(1) When the School Board or the Committee appoints more than one School Medical Officer, or more than one School Nurse, one of the former may be designated by it as Chief Medical Officer and one of the latter as School Nurse Supervisor, and subject to the Regulations may be given such oversight of the duties of the others as the School Board or the Board of Health or the Committee may determine.

(2) In addition to the School Medical Officer or Officers, the School Board or the Committee may appoint one or more nurses who shall be qualified in accordance with the Regulations, and shall be known as School Nurses. Subject to the Regulations these nurses shall be under the direction of the School Medical Officer, or Chief School Medical Officer, as the case may be.

5. Expenses

(1) Where Medical and Dental Inspection is provided by a School Board, the cost thereof shall be included in that of the maintenance of the school, and shall be provided for in the same manner.

(2) Where Medical and Dental Inspection is provided for by a Committee, the cost of maintenance to be borne by each of the Boards and other local organizations represented thereon shall be settled by mutual agreement between the said Boards and organizations, and in the case of the School Boards it shall be included in the cost of the maintenance of the School and be provided for in the same manner.

(3) Where Medical and Dental Inspection is provided by the local Board of Health, the appointment of physicians, nurses and other services shall, subject to the Regulations, be made by the local Board of Health who shall bear the expenses of such services.

6. Inspection

(1) The School Board or the Committee or the local Board of Health shall determine how often the members of the staffs appointed under the Regulations shall visit the schools; but without the sanction of the Minister, the number of such visits shall not be less than one a month.

(2) The hours of work of the members of the said staffs shall be determined by the Board or the Committee or the local Board of Health, as the case may be, but shall be during the regular school hours, except, in the case of the nurses, when home visiting may make regular hours impossible; but the School Board, Committee or the local Board of Health may arrange for additional home visiting on Saturdays.

(3) Subject to the approval of the Principal, the inspection may be made in the classroom; all examinations however shall be made in a suitable room or other part of the building where no other pupils are present.

(4) The Board or the Committee or the local Board of Health may install in a room suitable for the purpose, in one or more of the school buildings, one or more dental chairs for the examination of the pupils' teeth.

(5) Subject to the approval of the parents or guardians, the Board or the Committee or the local Board of Health may make the necessary arrangements for the free treatment of defects found in pupils whose parents or guardians are unable to pay therefor.

7. Duties of School Medical Officer Staffs

(1) In such of his duties as affect the general organization and management of the schools, the School Medical Officer or the Chief School Medical Officer, as the case may be, shall be subject to the authority of the School Inspector or the local Chief or Senior School Inspector or the Principal of the School, when, owing to other duties, the School Inspector is not accessible.

(2) The School Medical Officer shall supply each Principal with a copy of the time-table mutually agreed upon for each school, and when the School Medical Officer finds it impossible to be present at the time fixed by this time-table, he shall notify the Principal of the school affected.

(3) (*a*) The School Medical Officer shall from time to time make such inspection of the pupils as he may deem advisable.

(*b*) The School Medical Officer shall make a complete physical examination of every pupil as soon as practicable after his admission to the school.

(*c*) The consent in writing of the parent or guardian for such examination and for the removal of the necessary clothing must first be obtained.

(*d*) The examination in the case of females shall be made in the presence of the School Nurse.

(4) A complete physical examination shall consist of an examination of the head, eyes, ears, nose, throat, teeth and cervical glands, of the heart, lungs, spine and joints, feet, limbs and abdomen, and of the skin. The examination of the eyes and ears shall include testing for sight and hearing. The presence or absence of vaccination scars should be recorded.

(5) (*a*) The examination provided for in subsection (4) above shall deal with any new cases which may be referred to the School Medical Officer by the School Inspector, Principal, or the School Nurse, and with any other cases which a previous examination has shown to need attention, or which otherwise may come to the notice of the School Medical Officer.

(*b*) The parents or guardian shall be notified in writing of any defects found in a child.

(*c*) A home visit by the nurse shall be made as soon as possible in all cases referred to in subsection (*b*) above.

(*d*) A record of all physical examinations of the pupils shall be made by the School Medical Officer, on the reference card approved by the Minister and known as the A.D.P. Card, and such record shall be kept in the school building and shall be available at all times for the School Health staff.

(6) Where the School Medical Officer finds that the physical condition of a teacher, janitor or other person employed in a school, is dangerous to the health of others in the school, he shall forthwith report the matter to the Medical Officer of Health, and exclude the teacher, janitor or other person from the school, and such person shall not return to school until the Medical Officer of Health certifies that he may safely do so.

(7) A School Medical Officer or a School Nurse may, in case of emergency, bandage wounds and apply antiseptic dressings to cuts, wounds and bruises, as first aid only.

(8) The School Medical Officer shall give the School Inspector such assistance as he may require in organizing the special classes, and preparing the syllabuses authorized for subnormal pupils under the Public and Separate School Regulations.

(9) The School Medical Officer or the Chief School Medical Officer, as the case may be, shall make a written report to the Board or the Committee or the local Board of Health, at least once a month.

(10) At the close of each school year or at such other times as he may be called upon, the School Medical Officer shall make a report to the School Board or the Committee or the local Board of Health on the general health of the school children, and any conditions of home environment that come under his notice, that injuriously affect the health of the pupils. In such report he shall make recommendations when in his judgment action should be taken by the Board or the Committee or the local Board of Health.

(11) It shall be the duty of the School Medical Officer or the Chief School Medical Officer, as the case may be, at the close of each school year, to forward in writing to the Department of Health a report in duplicate, which shall include the local plan of organization, the amount and type of work done, the number of children in the area, and the personnel employed, with a statement of the results obtained.

8. Duties of School Nurse Staffs

(1) Where it is impossible to secure a School Medical Officer or Medical Officer of Health in charge of Medical Inspection, the School Nurse shall supply to each Principal a copy of the time-table mutually agreed upon for each school, and when the School Nurse finds it impossible to be present at the time fixed by this time-table, she shall notify the Principal of the school affected.

(2) (*a*) The School Nurse or Nurses shall make an inspection of each child as soon as practicable after admission to the school, and as often as is prescribed above, and shall report in writing to the Board or Committee, and she shall keep the records.

(*b*) The inspection shall consist of an inspection of the scalp; skin of the face, neck and hands; the mouth, throat and teeth; the joints and spine; and shall include simple tests for sight and hearing. Pulse and temperature shall be observed if necessary, and the presence or absence of vaccination scars recorded.

(3) The inspection provided for above shall deal with any new cases which may be referred to the School Nurse by the Inspector or the Principal, and any other cases which previous inspection has shown to need attention, or which may otherwise come to her notice.

(4) On completing the inspection provided for in (2) (*a*) and (*b*) above, the School Nurse shall notify the parent or guardian of the physical condition of the child.

(5) A record of all inspections of the pupils shall be made by the School Nurse on the reference card approved for this purpose by the Minister, and known as the A.D.P. Card, and such records shall be kept by the Nurse.

(6) (*a*) The School Nurse shall visit the pupils' homes as prescribed above.
(*b*) The School Nurse shall keep a written record of such visits and conferences.

(7) The School Nurse shall give the School Inspector such assistance as he may require in organizing the special classes and preparing the syllabuses authorized for subnormal pupils in the Public and Separate School Regulations.

(8) The School Nurse shall assist the School Inspector in preparing the reports required from him under 5 (1) (*c*) above, as to the results of the work.

(9) The School Nurse shall, in the absence of a School Medical Officer, forward to the Department of Health at the close of each school year, a report in duplicate which shall include the local plan of organization, the amount and type of work done, and the results of the same.

9. Duties of Dental Officer Staffs

(1) In such of his duties as affect the general organization and management of the schools, the School Dental Officer shall be subject to the authority of the School Inspector or the local Chief or Senior School Inspector, as the case may be, or of the principal of the School, when, owing to other inspectional duties, the School Inspector is not accessible.

(2) The School Dental Officer shall supply each Principal with a copy of the time-table mutually agreed upon for each school, and when the School Dental Officer finds it impossible to be present at the time fixed by this time-table, he shall notify the Principal of the School affected.

(3) Subject to the approval of the Principal, the inspection shall be made in the classroom, if no other room is available, otherwise in a suitable room or other part of the building where no other pupils are present.

(4) (*a*) Once every year and at such other times as the School Board or the Committee or the local Board of Health may direct, the School Dental Officer shall make an examination of the teeth of all the pupils attending the school or schools.

(*b*) The examination shall be made at as early a date as is practicable after the opening of school.

(5) When a member of the School Dental Officer staff reports that the teeth of a pupil require dental attention, notice of the facts shall be sent to the parent or guardian.

(6) At the close of the school year the School Dental Officer shall make a written report on the general condition of the teeth of the pupils to the School Board or the Committee or the local Board of Health. In such report he shall make recommendations when in his judgment action should be taken by the Board or the Committee or the local Board of Health.

(7) It shall be the duty of the School Dental Officer at the close of each school year to forward in writing to the Department of Health, a report in duplicate which shall include the local plan of organization, the amount and type of work done, and the result of the same.

10. Duties of Principal

(1) It shall be the duty of the Principal of the School visited by a School Medical Officer or a School Nurse or a School Dental Officer, to afford every facility for the work of Medical and Dental Inspection, and to require every pupil to submit to such inspection or examination as the Regulations prescribe.

(2) (*a*) (i) The Principal shall exclude from school any pupil who has been reported to him by the school Medical Officer or School Nurse as having symptoms of any communicable disease, and shall forthwith report the case to the Medical Officer of Health.

(ii) In other cases the Principal shall act on his own judgment, and shall immediately notify of such action the Medical Officer of Health and the School Medical Officer or School Nurse when there is one in charge.

(iii) The pupil so excluded shall not return to school until he presents to the Principal a certificate in writing signed by the Medical Officer of Health, that such attendance may safely be allowed.

(*b*) (i) When a pupil is discovered with pediculosis or with such skin diseases as itch, ringworm or impetigo, the Principal on the report of the School Medical Officer or the School Nurse that the child cannot attend school without danger to other pupils, shall immediately send the pupil home and notify the Medical Officer of Health.

(ii) A pupil so excluded shall be required to report to the School Nurse or School Medical Officer, or in the absence of these, the local Medical Officer of Health, within a period of one week for re-examination; and he shall not be readmitted until he presents to the Principal a certificate in writing signed by the Medical Officer of Health that such attendance may safely be allowed.

(3) The Principal shall confer with the School Medical Officer or family physician in regard to the physical exercises that are to be taken by the pupils whose condition demands such conference, and physical exercises for such pupils shall be outlined in writing by the School Medical Officer, if there be one, otherwise by the family physician.

(4) Subject to instructions from the School Board, or the Committee or the local Board of Health, as the case may be, the Principal shall arrange for conferences between the teachers and members of the inspectional staff to discuss school hygiene, and other matters relating to the health and well-being of the pupils.

11. Grants

(1) All grants to School Boards, provided under the Regulations of the Department for services herein mentioned, shall be apportioned and allotted by the Department of Education, upon the recommendation of the Department of Health for the Province.

These grants as at present awarded are as follows:—

An annual grant of $10.00 per classroom to every rural School Board, where the trustees have undertaken the engagement of a School Nurse who devotes her whole time to this work, either acting in conjunction with a number of other rural Boards or with the Boards of the town or village adjoining.

(2) An annual grant of $10.00 per classroom in a town or village, when the School Board of such town or village has entered into an agreement with a number of rural School Boards for the purpose of employing a School Nurse, who shall devote her whole time to the work.

(3) An annual grant of $5.00 per classroom in a town or village where the School Nurse who devotes her whole time to the work has been appointed under the Regulations of this Department.

(4) An annual grant of $3.00 per classroom in a city of less than 200,000 population where a system of School Medical Inspection, approved by the Minister, is carried on.

(5) Every local Board of Health which inaugurates and carries on Medical and Dental Inspection of Schools, and employs at least one Public Health Nurse in such work, shall be entitled to receive an annual grant from the Department of Health of $500.00 towards the salary of such Nurse.

(6) In every municipality with a population of less than 200,000, an additional annual grant of $100.00 shall be paid towards the salary of each additional Public Health Nurse so employed.

(7) In every municipality with a population of 200,000 and upwards, an additional grant of $25.00 shall be paid towards the salary of each additional Public Health Nurse so employed.